

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SR. BUSINESS SYSTEMS ANALYST  
**LOCATION:** SAN FRANCISCO  
**JOB REQ #:** 2578

### OVERVIEW

The Senior Business Systems Analyst position in the Information Services Division of the Administrative Office of the Courts (AOC) reports to the Supervising Analyst in the Data Integration Program, and will manage information technology projects and ongoing administration related to exchanging information with state-level justice partners, a key Judicial Council objective.

### RESPONSIBILITIES

- Provide lead direction to staff and consultants on defined tasks and assignments; provide training as needed, and assign work priorities for a variety of IT projects related to internal automated statistical information system and to trial court state partner system access;
- Oversee project budget including projections for resource needs and estimated costs. Provide cost benefit analysis as needed;
- Provide project management for court implementations, addressing applications, training, network, and security. Provide post-implementation review, compliance confirmation, and support;
- Provide support and oversight of program policies and procedures relating to state partner access;
- Work with AOC technical staff and the state partners to ensure compliance with policy and security standards. Make presentations at committee meetings and participate in AOC security reviews and trial court audits;
- Work with clients, team members, and management to understand and document business requirements, ensuring that proposed solutions meet client expectations;
- Prepare test plans and scripts;
- Adhere to sound methodologies and best practices in project management, business analysis, quality assurance and user acceptance testing;
- Manage trial court/technology center full network testing as courts migrate justice partner access to the tech center;
- Promote systems integration to leverage technology and reduce data redundancy;
- Provide input to establishment of effective change control procedures;
- Use effective verbal and written communication with internal and external business partners at all stages of development and implementation projects; and
- Prepare and deliver presentations to various committees and audiences

Occasional work during non-business hours (evenings, weekends, and holidays) may be required to respond to information systems emergencies or to complete critical tasks. The successful candidate may be required to travel statewide as necessary. Qualifications:

### QUALIFICATIONS

#### EDUCATION AND EXPERIENCE

Equivalent to possession of a bachelor's degree, preferably with major course work in computer science, public or business administration and three years experience in business or systems analysis,

design, operational, or system documentation development, and workflow analysis/process re-engineering including one year of lead experience.

Additional experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of experience;

OR

One year as a Business Systems Analyst with the Judicial Branch Information Services Division

Knowledge of:

- Principles and techniques of project management and system development life cycle testing, and documentation;
- General principles of business organizations and operations;
- MS Office Suite, MS Access, MS PowerPoint, Microsoft Project

Ability to:

- Manage multiple projects and develop and track project plans;
- Understand and provide analytical support of both technical and non-technical documentation;
- Develop and implement administrative policies and processes;
- Conceptualize and integrate systems within an enterprise-wide information systems architecture;
- Analyze business needs and develop automation and process solutions that meet business goals;
- Identify and evaluate alternative solutions, costs, and benefits;
- Create functional requirements and/or provide design support;
- Prepare formal business requests for various systems products and services;
- Interact, negotiate and influence people effectively at all levels in various organizations;
- Independently organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Prepare effective written materials and presentations for technical and management staff; and
- Ability to communicate with both technical and non-technical audiences.

#### **DESIRABLE**

- Program management experience;
- Project Management Certificate;
- Familiarity with network security terminology, techniques, and schematics;
- Knowledge of court operations;
- Proficiency in MS Visio

#### **HOW TO APPLY**

This position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "Info Systems & Technology", and search for Job Req #2578, Senior Business Systems Analyst. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102-3688  
415-865-4272 Telecommunications Device for the Deaf

**PAY AND BENEFITS**

Salary: \$6,419 - \$7,802 per month

(Starting salary may vary between \$6,419 - \$7,061 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer**